



City of Mineral Wells
P O Box 460, Mineral Wells, Texas 76068
Telephone: 940.328.7701 Fax: 940.328.7704
personneltech@mineralwellstx.gov

APPLICATION FOR EMPLOYMENT

The City of Mineral Wells considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name		
Address	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number	

If you are less than 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in the United States because of
visa or immigration status? ☐ Yes ☐ No

(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available for work : ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain:

City Charter prohibits the hiring of relatives within the 2nd degree of affinity or within the 3rd degree of consanguinity to members of the City Council or City Manager; and City policy prohibits the hiring of two or more members of an immediate family in the same department. Do you or does your spouse have any relatives currently working for or holding office in the City? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education				
	Name and Address of School	Course of Study	Years Completed	Did You Receive A Diploma/Degree?
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Specialized Skills
Describe any specialized training (include any training you may have received in the United States Military), apprenticeship, skills and extra-curricular activities, or any special job-related skills and qualifications acquired from previous employment experience. You may also use this space to list any professional, trade, business or civic activities and offices you have held. You may exclude any information which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status. Omission of this information will not affect hiring.

List any office machines or equipment you can operate, including any computer programs or software.
List any heavy equipment or production/mobile machinery you can operate.
List any languages other than English you can speak, read, or write, and indicate proficiency level:

Employment History

Start with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which may indicate race, color, religion, gender, national origin, disabilities or other protected status. Omission of this information will not affect hiring.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

4.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Start	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, you may continue on a separate sheet of paper, or you may attach a prepared resume.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in this job is available from the City of Mineral Wells Personnel Department. ___ YES ___ NO

Give any additional information you feel may be helpful to us in considering your application.

References

1. _____ (Name) _____ (Phone)

(Address)
2. _____ (Name) _____ (Phone)

(Address)
3. _____ (Name) _____ (Phone)

(Address)

Applicant's Acknowledgements

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at the employment decision.

I understand and hereby acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the City of Mineral Wells.

I understand that as part of the hiring process, the City of Mineral Wells will be checking my employment and personal references. The City of Mineral Wells may contact those persons whom I have identified on this application as former employers, as well as those listed as references. The City of Mineral Wells may also contact my other friends, acquaintances, business associates and anyone else who knows something about me, and may ask him or her questions about my personal background, educational background, work experience, character, personality and personal habits. I hereby voluntarily consent to allow the City of Mineral Wells, any of its officers, employees, agents, or designees to check my references by contacting any person whom the City may deem to be an appropriate reference and ask any question which may be relevant to the hiring decision.

In the event an employment offer is made by the City of Mineral Wells, I understand and agree to submit to a drug screen test and physical examination as required, and I further understand that any employment offer may be withdrawn if I fail to pass these tests. I agree to abide by the City's policy for all drug and alcohol testing. The physical examination shall be performed by a medical professional selected by the City of Mineral Wells, and such medical records are the property of the company.

I agree to submit documents that establish my identity and eligibility for employment in the United States. A list of acceptable documents is available from the Personnel Department.

The Mineral Wells City Charter provides that no person shall be qualified to hold municipal office or serve the City in any other capacity for which compensation is paid who is, or may become while in service, in arrears in the payment of taxes or other liabilities due the City. ***Any offer of employment will be contingent upon payment in full of any liabilities owed to the City of Mineral Wells.***

Signature of Applicant

Date

Note: Applications for employment are kept on file for a period of two (2) years. Each application is valid only for the exact position for which you applied.

Applicant, New Hire, or Employee Self-Identification of Race/Ethnicity and Gender

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Anti-Discrimination Notice. It is unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

This employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, this employer invites applicants and employees to voluntarily self-identify their race/ethnicity and gender.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

INVITATION TO SELF-IDENTIFY

PLEASE ANSWER THE FOLLOWING QUESTIONS

What is your gender? You may mark **only one** box.

- ☐ Male
- ☐ Female
- ☐ I prefer not to disclose my gender.

What is your race/ethnicity? You may mark only one box.

- ☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino):** a person having the origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.
- ☐ I prefer not to disclose my race/ethnicity.